

Villages of Westminster Homeowner's Association
c/o Berkeley Realty Property Management
150 Strawberry Plains Rd, #A1, Williamsburg, VA 23188

Clubhouse/Pool Clean-Up Checklist

PLEASE READ AND REVIEW CAREFULLY:

This checklist will be provided to the Responsible Party on or before the rental date of the Clubhouse and Pool. It is imperative to the VOW HOA Board of Directors and the members of the Association that the clubhouse and pool are properly maintained.

The items below must be completed and checked, the checklist must be signed, and the signed form must be submitted to the Property Management Company representative. Either an authorized representative of the VOW HOA or the authorized representative from the Property Management Company will inspect the clubhouse and/or pool area prior to refunding the security deposit to ensure that the clubhouse and/or pool area was cleaned to an acceptable condition.

Clubhouse

- | | |
|--|---|
| <input type="checkbox"/> Kitchen linoleum wet mopped | <input type="checkbox"/> Inspect Bathrooms to ensure that water not left running or toilet malfunctioning |
| <input type="checkbox"/> Carpet vacuumed | <input type="checkbox"/> Trash placed in cans outside of Clubhouse and trash bags replaced accordingly |
| <input type="checkbox"/> Tables and chairs left as you found them, <u>and</u> cleaned as necessary | <input type="checkbox"/> No tape/pins on wall surfaces |
| <input type="checkbox"/> Ensure water not left running in the sink in Kitchen | <input type="checkbox"/> All windows closed and locked |
| <input type="checkbox"/> Ensure stove and microwave are cleaned and turned off | <input type="checkbox"/> Set Thermostat to 55 in winter and 85 in summer |
| <input type="checkbox"/> All Counter tops cleaned and cleared | <input type="checkbox"/> Grounds checked and cleaned of trash |
| <input type="checkbox"/> Any food and drinks you brought removed from refrigerator & freezer | <input type="checkbox"/> All exterior doors shut and locked |
| | <input type="checkbox"/> All lights turned off |

Pool Area (if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Pool area cleaned | <input type="checkbox"/> Tables and chairs left as you found them |
|--|---|

Please leave this form in the folder in the top left drawer of the kitchen buffet area.

I hereby affirm that I have completed the checklist provided above and affirmatively state that neither I nor any of my guests has caused any damage to the clubhouse and/or pool or pool area.

Name of Responsible Owner (Please Print)

Signature of Responsible Owner

(Date)

Inspection

Facility was left in acceptable condition

Facility condition was less than acceptable. Problem issues and/or damages:

Authorized VOW HOA Representative

Date/Time Checked

Please